

# Instructions for Kentucky Online Gateway (KOG) Registration

## REGISTRATION

To access to the Annual School Immunization Survey and report for Kindergarten and/or Sixth Grade, you must first register as a KOG user. This is a one-time registration process and **EACH USER MUST HAVE A UNIQUE EMAIL ADDRESS.**

### Set Up an Account

- Go to URL <https://kog.chfs.ky.gov/home/> (for LIVE-DATA “PRODUCTION”).
- Click **Create an Account**.

Kentucky Online Gateway UAT Help English

### Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address [Forgot Username?](#)

Password [Forgot Password?](#)

Log In

[Resend Account Verification Email](#)

Don't already have a Kentucky Online Gateway Citizen Account?

**Create An Account**

**WARNING**

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- Complete the fields on the **User Profile Form**. Required fields are marked with an asterisk (\*).

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**NOTE:** The username you choose is the name that will be shown in the GenTrack Application history whenever you create, edit or submit a record. Whenever possible, please use your **First.Last Name** as your username. It is much easier for you to remember and allow the Immunization Program to be able to track your survey submission status more efficiently.

- Select two security questions from the drop down box, and enter the answer to each question. *(Make sure to write down your answers and keep it in a secure location. You will need these answers again soon to validate your account.)*

Kentucky Online Gateway UAT Help English

Please complete your Kentucky Online Gateway Profile

Please fill out the form below and click Submit when finished.

All fields with \* are required.

\* First Name gentrack

Middle Name

\* Last Name user

\* Username gentrack.user

\* Password

\* Verify Password

\* E-Mail Address gentrack.user@keups.net

\* Verify E-Mail Address gentrack.user@keups.net

Telephone 888-888-0000

Extension

Street Address 1

Street Address 2

City

State Kentucky

Zip Code

Language Preference English

Question In what city were you born? (Enter full name of city only)

\* Answer ky

Question What was the name of your first pet?

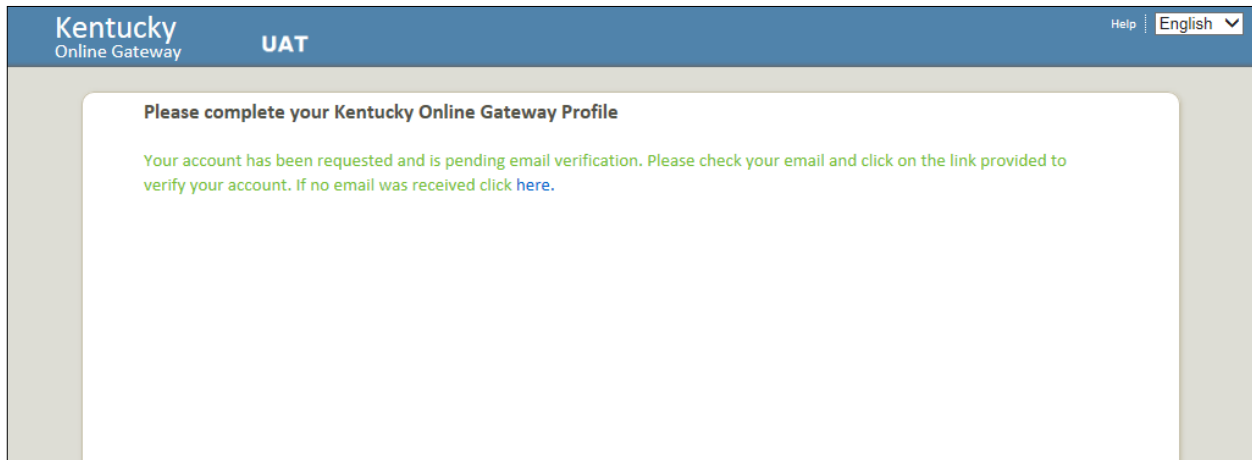
\* Answer ky

Submit Cancel

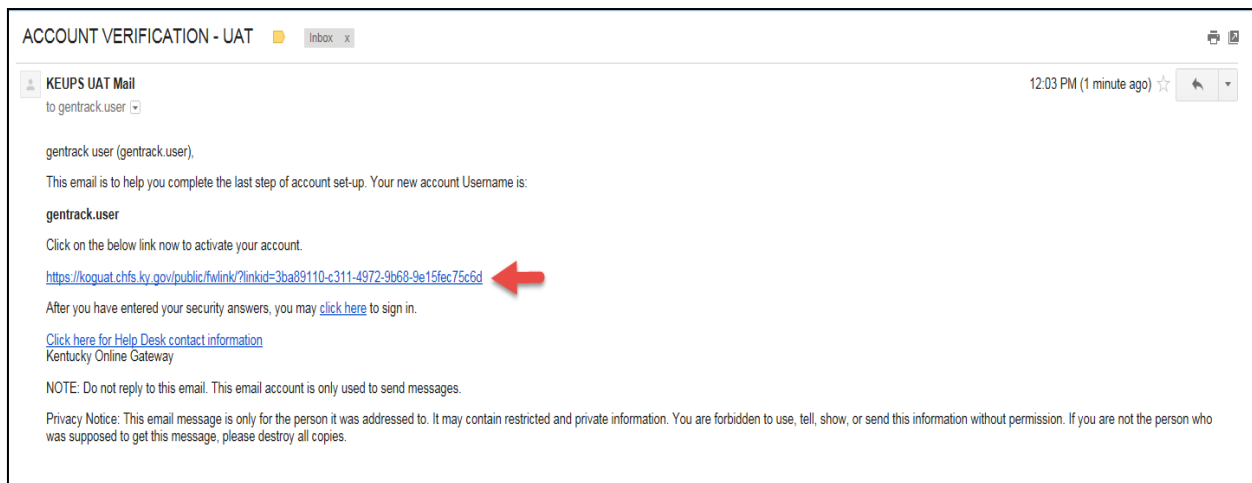
- Click the **Submit** button.

## Instructions for Kentucky Online Gateway (KOG) Registration

- The confirmation screen shown below will be displayed.



- An email will immediately be sent to the email address shown on the User Profile form.



- Click the link shown in the email.

**You must click on the link that has been emailed to you within **FOUR HOURS**, or your account will be deleted.**

## Instructions for Kentucky Online Gateway (KOG) Registration

- Once you click on the link that was emailed to you, the screen shown below will be displayed. Enter the answers to the two security questions, **exactly as the answers were entered on the User Profile Form**, and then click the **Verify Account** button.

Kentucky Online Gateway UAT Help English

**Validate New Account**

To verify your identity, please answer the following security question(s).

Question In what city were you born? (Enter full name of city only)

\*Answer ky

Question What was the name of your first pet?

\*Answer ky

**Verify Account**

- The screen shown below will be displayed.

Kentucky Online Gateway UAT Help English

**Validate New Account**

**Success**

Your account was successfully created. Please click [HERE](#) to access Kentucky Online Gateway and request additional access.

**Congratulations! You are now a registered KOG user!!**

If at any time you forget your username or password, please email the helpdesk at [koghelpdesk@ky.gov](mailto:koghelpdesk@ky.gov).